

# Washington County

## Job Description



<b>Title:</b>	Marketing Assistant	<b>Code:</b>	
<b>Division:</b>	Convention & Tourism Office	<b>Effective Date:</b>	07/10
<b>Department:</b>	Convention & Tourism Office	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of administrative support and technical duties as needed to expedite the day-to-day operations of the county convention and tourism office.

### SUPERVISION RECEIVED

Works under the general supervision of the CVB Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Assists with organization and maintenance of photo library.

Assists with the collection and organization of statistical data.

Assists with various Tourism Office meetings - coordinates agendas, notifies attendees, prepares documents and take minutes.

Provides support for various programs, i.e., golf packages; responds to phone or internet inquiries as needed.

Assists team members with trade show shipments and follows up after trade shows are completed as needed.

Assists with fam tours for various industry representatives, media writers, photographers, convention and meeting planners as needed.

Acts as back-up receptionist for lunch hours, days off and other times as needed.

Provides ongoing, general assistance to marketing team members.

Performs other duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school;
  - AND
  - B. Two (2) years of experience in an office environment. Tourism related or marketing experience would be helpful;
  - OR
  - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

**Must have knowledge of** general office maintenance and practices; interpersonal communication skills; public relations. Good knowledge of Microsoft Office Suite, Photoshop or other photo editing software.

**Possess skills to** use office equipment, i.e. computer, phone, fax, adding machine, copy machine, scanner, digital camera, etc.; math skills, English and grammar skills.

**Ability to** communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public; work independently and deal effectively with considerable stress caused by work load and time deadlines; exercise initiative and independent judgment and to act resourcefully under varying conditions.

3. Special Qualifications:

Must possess a valid state of Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Hand-eye coordination is necessary to operate computers, audio visual equipment and various pieces of office equipment. Mental application utilizes memory for details, listening, patience, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Some travel may be required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)